

**BOARD OF FINANCE
TOWN OF EAST WINDSOR
11 RYE STREET
EAST WINDSOR, CONNECTICUT 06088**

MINUTES OF REGULAR MEETING

Wednesday, June 20, 2012 at 7:30 p.m.

These minutes are not official until approved at a subsequent meeting.

Members Present: Jason Bowsza, Joseph Pellegrini, Jerilyn Corso, and
Kathleen Pippin
Members Absent: Marie DeSousa and Danelle E. Godeck
Alternates Present: Sharon Tripp
Alternate Absent: Paulette Broder
Others: Catherine Cabral, Richard Pippin, Dale Nelson, Teresa Kane, Alan
Baker, Richard Labrie, Ed Bowsza, Jack Mannette, Joanne Slater,
Kimberly Lord, Linda Sinsigallo, Dan Nadeau, Joseph
Sauerhoefer, and others
Press: Larry Smith (Patch.com)

I. Call to Order

Chairman Jason Bowsza called the Regular Meeting to Order at 7:30 p.m., in the East Windsor Town Hall.

Mr. Bowsza indicated a Town Meeting has been scheduled for the same time.

It was **MOVED** (Pellegrini) and **SECONDED** (Corso) and **PASSED** (U) that the Board of Finance recesses the Regular Meeting for a Town Meeting and will continue the Regular Meeting once the Town Meeting adjourns.

Board Recessed at 7:30 p.m.
Board Reconvened at 8:25 p.m.

II. Appointment of Alternates

Chairman Jason Bowsza indicated that Ms. Marie DeSousa and Ms. Danelle E. Godeck will not be attending this evening's meeting and a motion would be in order appointing the only alternate a voting member. The other alternate is not attending this meeting due to illness.

It was **MOVED** (Pellegrini) and **SECONDED** (Corso) and **PASSED** (U) that Ms. Sharon Tripp be appointed as voting member in place of Regular Member, Ms. Marie DeSousa.

III. Added Agenda Items

It was **MOVED** (Pellegrini) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Finance adds an agenda item, Section X. Unfinished Business d. Suspense List.

It was **MOVED** (Pellegrini) and **SECONDED** (Tripp) and **PASSED** (U) that the Board of Finance adds an agenda items, Section XI. New Business b. Clarification of Fund 67 Motion of April 3, 2012 Meeting.

It was **MOVED** (Pellegrini) and **SECONDED** (Tripp) and **PASSED** (U) that the Board of Finance accepts the Agenda as amended.

It was **MOVED** (Tripp) and **SECONDED** (Pellegrini) and **PASSED** (U) that the Board of Finance move Agenda Item No. X. Unfinished Business d. Suspense List to be done before continuing with IV. Approval of Minutes.

X. Unfinished Business

d. Suspense List

Ms. Kimberly Lord, Tax Collector, addressed the Board. She read from the State Statute which indicates the Town can transfer uncollectible taxes and moves them to a suspense list. She indicated that the taxes that are uncollectible are for various reasons either moved and no forwarding address or the taxpayer is dead and there is no probate record. It is a formality and not considered collectible within fifteen years.

A brief discussion was held and the total amount is approximately \$56,626.

It was **MOVED** (Pellegrini) and **SECONDED** (Tripp) and **PASSED** (U) that the Board of Finance approves the Suspense List as presented by the Tax Collector.

It was **MOVED** (Pellegrini) and **SECONDED** (Tripp) and **PASSED** (U) that the Board of Selectmen returns back to order of Agenda Item No. IV. Approval of Minutes.

IV. Approval of Minutes**a. Regular Meeting of May 16, 2012**

It was **MOVED** (Pellegrini) and **SECONDED** (Tripp) and **PASSED** (3-0)(K. Pippin abstained) that the Board of Finance approves the minutes of May 16, 2012 Regular Meeting, as presented.

b. Public Hearings

- **Minutes of May 10, 2012**

It was **MOVED** (Pellegrini) and **SECONDED** (Corso) and **PASSED** (3-0)(K. Pippin abstained) that the Board of Finance approves the minutes of May 10, 2012 Public Hearing, as presented.

- **Minutes of May 23, 2012**

It was **MOVED** (Pellegrini) and **SECONDED** (Corso) and **PASSED** (3-0)(K. Pippin abstained) that the Board of Finance approves the minutes of May 23, 2012 Public Hearing, as presented.

c. Budget Workshop Meetings

- **Minutes of April 3, 2012**

It was **MOVED** (Pellegrini) and **SECONDED** (Tripp) and **PASSED** (3-0)(K. Pippin abstained) that the Board of Finance approves the minutes of April 3, 2012 Budget Workshop Meeting, as presented.

- **Minutes of May 10, 2012**

It was **MOVED** (Pellegrini) and **SECONDED** (Tripp) and **PASSED** (3-0)(K. Pippin abstained) that the Board of Finance approves the minutes of May 10, 2012 Budget Workshop Meeting, as presented.

- **Minutes of May 23, 2012**

It was **MOVED** (Pellegrini) and **SECONDED** (Tripp) and **PASSED** (3-0)(K. Pippin abstained) that the Board of Finance approves the minutes of May 23, 2012 Budget Workshop Meeting, as presented.

IV. Public Input

None.

V. Communications

Chairman Jason Bowsza indicated that he has received a memo from Chief Lockwood of Broad Brook Fire Department dated April 17, 2012 indicating that the Senior Center called and complained of an order of gas. When the fire department arrived, it was ascertained that the propane tanks were empty and needed to be filled. The cost of filling the tanks is approximately \$800 and there is only \$400 in his line. If this is any indication of how next year is going to be, there might be an added appropriation needed. Mr. Bowsza asked Ms. Cabral if there was any further action required about this request and she indicated there was not.

VI. Monthly Reports**a. Treasurer's Report**

Ms. Catherine Cabral, Treasurer, addressed the Board of Finance. She gave to all the Board Members a memorandum dated June 15, 2012 for their review. Ms. Cabral indicated that as of May 31, 2012, the State Revenue increased by \$356,490 of which \$203,506 was ECS Grant monies. She indicated that the local revenue increased by \$61,323 this month of which \$25,723 is from the Inland Wetland fees. The total general cash position as of May 31, 2012 is \$8,038,269. Webster General Fund cash as of May 31, 2012 is \$1,943,621.

A brief discussion was held.

b. Tax Collector's Report

Ms. Cabral gave a copy of the Tax Collector's reports to the Board Members for their review; the reports were entitled "Town of East Windsor Report of Tax Collector Monthly Collectible" and "Cumulative Report of Cash". A brief discussion was held regarding the reports.

c. Assessor's Report

No report given at this time.

It was **MOVED** (Corso) and **SECONDED** (Tripp) and **PASSED** (U) that the Board of Finance adds an agenda items, Section XI. New Business c. Board of Education 2011-2012 Budget Discussion.

d. 2011-2012 Budget Added Appropriations/ Transfers

- **Public Works**

It was **MOVED** (Tripp) and **SECONDED** (Corso) and **PASSED** (U) that the of Board of Finance approves the transfer of \$5,000.00 to Public Works-Salt Dome Account No.: 1-08-55-1025-7-799-0489-0 from Public Works-Heating Units Account No.: 1-08-55-1025-7-799-0497-0, as presented, and recommend to a town meeting if necessary. (Also known as Transfer No. 35)

- **Senior Services**

It was **MOVED** (Tripp) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Finance approves the transfer of \$5,810.65 to Vehicle Maintenance Account No.: 1-01-10-1130-4-430-0000-0 from Salary Full Time Account No.: 1-01-10-1130-1-100-0000-0; and the transfer of \$2,525.92 to Gas & Oil Account No.: 1-01-10-1130-6-620-0000-0 from Drivers Account No.: 1-01-10-1130-1-121-0000-0; and the transfer of \$1,083.79 to Programs for Seniors Account No.: 1-01-10-1130-8-813-0000-0 from Drivers Account No.: 1-01-10-1130-1-121-0000-0 , as presented, and recommend to a town meeting if necessary. (Also known as Transfer No. 36, 37, and 38)

- **Registrar of Voters**

A question regarding the balance of the contingency account and Ms. Cabral indicated approximately \$86,000. It was mentioned the extra funds being requested by the registrar is because of a few referendums and primaries which were not anticipated in this fiscal year.

It was **MOVED** (Pellegrini) and **SECONDED** (Tripp) and **PASSED** (U) that the Board of Finance approves the transfer of \$12,294.00 to Referendum Account No.: 1-01-10-1050-8-812-0000-0 from Contingency Account No.: 1-01-50-8410-8-890-0000-0, as presented, and recommend to a town meeting if necessary. (Also known as Transfer No. 39)

- **Public Works/Engineering**

Ms. Cabral explained the transfer indicating it is a shortfall in the salary line and the monies are available in the Engineering Salary Line and just being transferred to make the line balance. Next year, there will only be one line.

It was **MOVED** (Tripp) and **SECONDED** (Pellegrini) and **PASSED** (3-1)(K. Pippin dissented) that the Board of Finance approves the transfer of \$4,300.00 to Public Works Salary Account No.: 1-01-25-3180-1-100-0000-0 from Engineering Salary Account No.: 1-01-25-3190-1-100-0000-0, as presented, and recommend to a town meeting if necessary. (Also known as Transfer No. 40)

- **Selectman**

Ms. Cabral indicated the transfer sheet indicates \$189.98 for the transfer and that is incorrect, it should be \$228.59. This is an additional amount from April. The line is used to pay for part-time position that was needed for coverage of the First Selectman's Office due to vacations.

It was **MOVED** (Tripp) and **SECONDED** (Pellegrini) and **PASSED** (3-1)(K. Pippin dissenting) that the Board of Finance approves the transfer of \$228.59 to Selectman/Salary Part-Time Account No.: 1-01-10-1010-1-101-0000-0 from Town Government/Health/Life/Insurance Account No.: 1-01-10-1195-2-200-0000-0, as presented, and recommend back to the Board of Selectmen for approval of the correct amount, and recommend to a town meeting if necessary. (Also known as Transfer No. 41)

- **Park and Recreation/Employee Benefits**

Ms. Cabral indicated the reason for this transfer is because the workers compensation calculation was estimated lower than the actual premium. It was budgeted for \$5,000 and it is \$9,000. CIRMA has done a workers compensation audit recently and this amount goes up and down yearly depending on the audit by CIRMA.

A brief discussion was held.

It was **MOVED** (Tripp) and **SECONDED** (Corso) and **PASSED** (U) that the Board of Finance approves the transfer of \$4,100.00 to Park and Recreation Employee Benefits/Workers' Compensation Account No.: 1-01-40-6395-2-202-0000-0 from Conservation of Health Employee Benefits/Workers' Compensation Account No.: 1-01-20-5295-2-202-0000-0, as presented, and recommend to a town meeting if necessary. (Also known as Transfer No. 42)

- **CNR-Public Works Truck Replacement**

Ms. Cabral indicated the next request is an appropriation request. The Department of Public Works received a total of \$1,317.50 from the auctioning of an old Ford Crown Victoria that was no longer used. The Department

would like to put those funds towards the purchase of vehicles/equipment in accordance with the Departments schedule of recommended replacement intervals.

It was **MOVED** (Pellegrini) and **SECONDED** (Corso) and **PASSED** (U) that the Board of Finance approves the appropriation request of \$1,317.50 to P.W. Truck Replacement Account No.: 1-08-55-1025-7-799-0494-0 for future equipment replacement and recommend to a town meeting if necessary. (Also known as Transfer No. 43)

VII. Matters referred from the Board of Selectmen

Chairman Jason Bowsza inquired if anything should be discussed at this meeting that was brought up at the Board of Selectmen's Meeting last night. Ms. Pippin commented that she spoke at the Board of Selectmen's Meeting asking for a key to the Town Hall so she could make copies of her packet from the Board of Finance. Ms. Cabral remarked that she would have a complete hard copy of the packet for Ms. Pippin to pickup before the Board of Finance meeting.

VIII. Unfinished Business

a. EW Housing Authority Payment

Ms. Cabral indicated that payment has been received of the outstanding balance for the 2010-2011 payment. She indicated that the Board of Selectmen have authorized her to send a letter to the Housing Authority to requesting payment in full to the Town of East Windsor due in July for 2011-2012.

A brief discussion was held.

b. Strategic Planning of Board of Education

Ms. Corso indicated she attended the Strategic Planning of the Board of Education. There were two meetings held discussing the next five year plan of the Board of Education. Members of the community, such as, administration, teachers, parents, and others were invited to attend the meeting. The meetings took place on two Saturdays. The attendees were split into groups brainstorming ideas about better ways of educating the children. The technology used in the district is being upgraded and will move the district ahead of most communities. The lack of parent involvement and lack of positive feedback were discussed.

A brief discussion was held.

c. 2012-2013 Budget Discussion

Mr. Bowsza wanted to get a feeling from the Board Members how they felt about the last budget process considering for some members, this was their first time going through the process. He would like to have feedback and suggestions for next year. Ms. Sharon Tripp indicated that the public has to be more informed of the decisions made regarding the budget because she doesn't believe the public has a general understanding how the budget process works. The public needs to be more informed about the budget and how the budget is split between education and town government. She believes the newspaper articles are helpful and important; however, it doesn't reach out to everyone. Ms. Corso agreed indicating there was a lot of confusion regarding the budget and what percentage the schools were requesting versus what the town government is getting. Ms. Nelson, an audience member, indicated the town is looking into getting a sign for the Town Hall and Annex to get the information out and perhaps emailing residents such as emergency alerts are emailed. Ms. Cabral commented that residents can subscribe to the website to get email notifications of anything that happens with the Town.

A brief discussion was held. Mr. Bowsza suggested having a Joint Meeting with Board of Selectmen, Board of Finance and Board of Education to brainstorm ways to communicate with the public and discuss education during budget votes.

VIII. New Business**a. Amendment to the Town Charter Re: Budget**

Mr. Bowsza commented about the Town Charter and the 2% cap which was implemented. He believes it was adopted with the interest of the voters to limit the increase of the budget after three referendum failures. Ms. Nelson commented that the Board of Selectmen have discussed revisiting the Charter under the financial sections, how long the process is and what charges should be given to the Charter Revision Commission. Ms. Corso commented that when the Charter was revised, she was there. She remembers the fight to have the 2% cap implemented and the feeling was it would be a cost of living increase. The highest percentage discussed was 3.5% and the lowest was zero. Finally, it was decided at 2%. Mr. Pellegrini indicated his read was that giving the 2% increase would help the Town and not bankrupt it. Mr. Bowsza's concerns are that eventually a new First Selectman will be elected who does not have the experience that the present First Selectman has in negotiating contracts with bargaining units, insurance and other services. When a new First Selectman is elected, there is a learning curve. Ms. Cabral commented that she has received an email from Ms. Kim Lord, Tax Collector sharing her concerns over the timing of the budget process in the Charter. A copy of that email was given to

the Board Members. In that email, Ms. Lord comments how difficult to coordinate the new mill rate and the tax bills in time for the tax bills to be processed by July 1, 2012 which is statute regulated. Ms. Cabral is urging the Board motion to recommend to the Board of Selectmen to discuss the revisiting of the Charter regarding the budget portion. She is concerned that the Town will not be able to sustain itself with the current Charter provisions regarding the budget process.

Mr. Pellegrini commented about the legal opinion that has been received regarding the three failed referendums and the 2% cap and how that 2% is divided. Ms. Cabral explained the legal opinion and Mr. Pellegrini disagrees with that opinion indicating that the 2% is a single number and not a 2% increase in each line.

A lengthy discussion was held.

It was the general consensus that this subject of Charter Revision should be discussed at the Joint Meeting of the Board of Selectmen, Board of Finance and Board of Education which will be scheduled in the upcoming months.

b. Clarification Fund 67 Motion from April 3, 2012 Meeting

Ms. Cabral indicated that a motion regarding Fund 67 was done at a Board of Finance Meeting on April 3, 2012. She would like this motion to be clarified.

It was **MOVED** (Pellegrini) and **SECONDED** (Corso) and **PASSED** (U) that the Board of Finance clarifies a April 3, 2012 Meeting Motion to read “the Board of Finance designates the Board of Education Special Revenue Accounts, which include, Pay to Participate HS, Play to Participate MS, Parking, Pre-K Tuition, Special Education Tuition, and Building Use to Fund 67 as committed and lapsing at the end of the year and further recommends to the Board of Selectmen for approval to include fiscal year 2011-2012, 2012-2013 and all years in the future.”

c. 2011-2012 Board of Education Budget Discussion

Ms. Cabral informed the Board of a situation with the Board of Education which was recently discussed at a meeting on Tuesday, which Mr. Bowsza was present. The discussion revolved around funds from SFSF grants and how those funds are spent. The SFSF Grants were expended at the end of the year. Ms. Cabral indicated that when the audit was complete, the auditors came in that \$325,000 was not allowable as part of the fiscal year 2010-2011 general fund expenditure. The auditors last year discussed the revenues and grants and how those monies are spent. She explained the different types of revenues and grants, including the Excess Cost Grant. There is a question of how \$325,000 was spent. The Town records indicate that the \$325,000 was spent as part of the

budget of \$19,512,263 as part of the fiscal year 2011-2012 Board of Education Budget; however, the Board of Education does not and has it as part of the SFSF Grant.

A brief discussion was held. Mr. Bowsza inquired if the budget is off by \$325,000 and how does it affect the MBR for fiscal year 2010-2011. Ms. Cabral indicated that there were several meetings and discussions with the auditors regarding this issue. The Superintendent and First Selectwoman were present at the February meeting along with the auditors and it was the understanding that the \$325,000 was not part of the fiscal year 2010-2011 budget. This matter has to be resolved and it was agreed at the meeting on Tuesday the Board of Education would be contacting the State of Connecticut Department of Education to make sure there is not an MBR issue in the 2010-2011 budget.

This information was being discussed this evening for informational purposes and once answers are obtained, further information will be forthcoming.

IX. Invoice Authorization

Mr. Bowsza indicated he has an invoice for the Journal Inquirer advertising the public meetings which were called during the budget process. He asked if there were any objections to sign the invoices. No objections were made.

It was **MOVED** (Corso) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Finance authorizes Chairman Jason Bowsza to sign and authorize the invoices, as presented.

X. Adjournment

It was **MOVED** (Pellegrini) and **SECONDED** (Corso) and **PASSED** (U) that the Board of Finance adjourns the June 20, 2012 Regular Meeting at 10:04 p.m.

Respectfully Submitted,

Denise M. Piotrowicz
Recording Secretary